



REQUEST FOR QUALIFICATIONS (RFQ) FOR AUTOMOTIVE REPAIR/SERVICE VENDORS

Thank you for your interest in the Department of General Services, Office of Fleet and Asset Management's Automotive Repair/Service program. The attached Request for Qualifications, RFQ DGS-OFA-VQ-1, solicits vendors interested in providing automotive repair/services for state vehicles.

The Office of Fleet and Asset Management (OFAM) issues Nonexclusive Agreements to automotive repair/service vendors agreeing to the terms and conditions of this RFQ.

OFAM maintains an internet-based list of authorized automotive repair/service vendors for all State agencies and the California State University system. This list is available at http://www.ofaapps.dgs.ca.gov/Approved_Auto_Rpr_Fac/. To continue providing services to the State of California, current vendors must also participate in this RFQ.

If you have any questions or need additional information, please call Scott Fong, Repair Service Vendor Analyst, Office of Fleet and Asset Management, at (916) 928-9814.

Richard F. Shedd, Assistant Chief-Inspection Services
Office of Fleet and Asset Management

Attachment

**STATE OF CALIFORNIA
DEPARTMENT OF GENERAL SERVICES
OFFICE OF FLEET AND ASSET MANAGEMENT**

REQUEST FOR QUALIFICATIONS (RFQ)

Request No: RFQ DGS-OFA-VQ-1

Contact:

Scott Fong, Repair Service Vendor Analyst
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834
Telephone: (916) 928-9814

Request Return:

Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

Request Return Information: *Request for Qualifications* (RFQ) responses submitted are subject to the stipulated Terms and Conditions and in accordance with the specifications set forth and/or attached, will be accepted continuously at the Office of Fleet and Asset Management, 1700 National Drive, Sacramento, CA 95834. **All RFQ responses must include a completed Response Check List, Attachment A, a completed Vendor Application Form, OFA 50, Attachment B, and all required attachments.**

DESCRIPTION OF SERVICES

This *Request for Qualifications* (RFQ) is a solicitation by the State of California for automotive repair/service vendors interested in providing services for state vehicles. It is the State's intention to issue Nonexclusive Agreements to qualified automotive repair/service vendors agreeing to the terms and conditions of this Request for Qualifications. This solicitation is not a competitive procurement, and the State makes no guarantee of business to any recipient of a Nonexclusive Agreement.

The period of this Agreement is continuous, pending an annual renewal from the Office of Fleet and Asset Management. The Office of Fleet and Asset Management reserves the right to cancel this Agreement at any time.

From this solicitation, an authorized automotive repair/service vendor listing will be developed, published and distributed annually to all state agencies and the California State University system.

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SECTION I

GOALS

The State's primary goal in issuing this *Request for Qualifications* (RFQ) is to extend the automotive repair/service dollars it spends by increasing the efficiency and economy of its automotive expenditures. The State seeks to provide reliable, consistent quality automotive repair/services at the most economical rates available from automotive repair/service vendors. This RFQ will establish a pool of automotive repair/service vendors to provide services for state vehicles. Approved automotive repair/service vendors desiring to do business with the Department of General Services, Office of Fleet and Asset Management, will be provided a Nonexclusive Agreement as a result of this RFQ.

BACKGROUND

The State of California's annual expenditure is estimated to be \$5-\$10 million for automotive repair/services. The State owns and operates approximately 50,000 pieces of mobile equipment ranging from passenger sedans to heavy duty construction equipment.

The Office of Fleet and Asset Management provides administrative assistance to state agencies for automotive repair/services. Our focus is to provide the best value for our customers repair/service dollars.

OVERVIEW

The State intends to provide state agencies with a choice of qualified Vendors statewide, encourage the use of available technology provided by Vendors, and assist state employees with the most efficient and economical automotive repair/services by granting Nonexclusive Agreements to automotive repair/service vendors.

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SECTION II

TERMS AND CONDITIONS

Responses to this *Request for Qualifications* (RFQ) are subject to Terms and Conditions herein.

- 1.0 **RESPONSE CHECK LIST AND VENDOR APPLICATION FORM.** Vendor must return a completed Response Check List, Attachment A, a completed Vendor Application Form, OFA 50, Attachment B, and all required attachments. The Vendor Application Form shall be signed in ink by an individual who is authorized to bind the Vendor contractually, and must indicate the title or position that the individual holds in the company. An unsigned form will be rejected. Vendor should not rely on verbal statements that alter any specification or any term or condition of this RFQ. Responses must be submitted without conditions.
- 2.0 **SPECIFICATIONS.** Specifications are provided to identify the service required and to establish an acceptable quality level. State agencies selecting automotive repair/service vendors will be the sole judge in determining comparable levels of service and quality in all offers.
- 3.0 **INFORMATION REQUIRED.** Vendor shall furnish all the information required and is expected to examine all specifications, all instructions and the terms and conditions prior to submittal of offer.

- 4.0 **PRODUCTS/SERVICES PROVIDED.** Vendor shall furnish the services in strict accordance with the specifications set forth for each item in this RFQ.
- 5.0 **COMPLIANCE WITH LAWS, RULES AND REGULATIONS.** Vendor shall comply with any and all federal, state or local laws and official rules and regulations, now in effect or hereafter promulgated, which apply to automotive repair/service operations specified herein.
- 6.0 **DISPUTE RESOLUTION.** In the event a dispute arises with respect to the interpretation or performance of or the relationship created by all or any part of this Agreement, the parties shall attempt in good faith to resolve the dispute. If such efforts prove unsuccessful, each party agrees to consider the use of mediation, mini-trial, arbitration or other alternative dispute resolution techniques prior to resorting to litigation. If mediation, mini-trial, arbitration or other alternative dispute resolution techniques are utilized by the parties, each party agrees that no award or decision resulting therefrom shall include punitive damages.
- 7.0 **EVALUATION AND AUTHORIZATION.** Agreements will be made to Vendors in accordance with the criteria described in this RFQ.
- 8.0 **NOTICE OF AGREEMENT.** Vendors deemed authorized will be mailed a Nonexclusive Agreement.
- 9.0 **TERMINATION.** The State reserves the right to terminate this Agreement if the automotive repair/service vendor fails to meet the requirements during the agreement period.
- 10.0 **NEWS RELEASES.** News releases pertaining to Agreements resulting from this RFQ shall not be made without prior written approval by the Chief of the Office of Fleet and Asset Management.
- 11.0 **NONEXCLUSIVE AGREEMENT.** The State shall have the right to go outside of this Agreement to obtain similar services from another source or, when necessary, add new vendors to meet program requirements of the State.
- 12.0 **MULTIPLE AWARDS.** In order to ensure adequate service levels and coverage of state agency requirements, a state agency may select and use multiple automotive repair/service vendors.
- 13.0 **EXISTING CONTRACTS.** Some client agencies (departments, offices and CSU campuses) may have existing contracts with various vendors. Subject to the terms of the contract, at their discretion, the state agency or campus may continue under the terms of the existing contract or seek services pursuant to this RFQ.
- 14.0 **USE BY OTHER STATE GOVERNMENT BRANCHES.** Other branches of state and local governments may request services from authorized automotive repair/service vendors under the terms and conditions of this Agreement.
- 15.0 **USE OF STATE EMPLOYEES' NAMES.** Vendor agrees not to use the names and addresses of State of California employees for any purpose not directly related to, and necessary for providing automotive repair/services for state agencies.
- 16.0 **NATIONAL LABOR RELATIONS.** Vendor, by signing the Vendor Application Form, OFA 50, Attachment B, swears under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Vendor within the immediately preceding two-year period because of the Vendors failure to comply with an order of a federal court which orders the Vendor to comply with an order of the National Labor Relations Board.

- 17.0 **VENDOR DATA RECORD.** Vendor shall prepare, sign and return a Vendor Data Record, STD. 204, provided as Attachment C.
- 18.0 **DRUG-FREE WORKPLACE CERTIFICATION.** Vendor shall prepare, sign and return a Drug-Free Workplace Certification, STD. 21, provided as Attachment D.
- 19.0 **NONDISCRIMINATION CLAUSE.** Nondiscrimination clause (OCP-1), STD. 17A, Attachment E, is attached and made part of the terms and conditions of this RFQ.
- 20.0 **PREVENTATIVE MAINTENANCE SCHEDULE/SAFETY INSPECTION WORK SHEET.** Preventative Maintenance Schedule/Safety Inspection Work Sheet, OFA 35, Attachment F, is attached and made part of the terms and conditions of this RFQ. Vendor must provide a required 6 month, 6,000 mile minimum warranty on all parts, labor and repairs.
- 21.0 **STATEMENT OF COMPLIANCE.** Vendors signature affixed hereon and dated shall constitute a certification under penalty of perjury under the laws of the State of California that the Vendor has, unless exempted, complied with the nondiscrimination program requirements of Government Code Section 12990 (a-f) and Title 2, California Code of Regulations, Section 8103.
- 22.0 **AUTHORIZATION TO DO BUSINESS.** Vendor must be authorized to do business in California. Vendor shall provide a copy of a current business license issued in California. (All licenses and/or permits **MUST** be kept current.)
- 23.0 **AUDIT.** Vendor agrees that the Department of General Services or its delegates will have the right to review, obtain and copy all records pertaining to services rendered. Vendor agrees to provide the State of California or its delegates with any relevant information requested and shall permit the State of California or its delegates access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other material that may be relevant to any matter relating to Vendors performance of its obligations under this Agreement. Vendor further agrees to maintain such records for a period of three (3) years after final payment for services. Under the terms and conditions of this Agreement and in accordance with Government Code Section 10532, Vendor is subject to the examination and audit by the Auditor General for a period of three (3) years after final payment for services rendered.
- 24.0 **AMENDMENT.** This Agreement may be amended in writing by either party at any time by mutual consent.
- 25.0 **BUREAU OF AUTOMOTIVE REPAIR LICENSE.** Vendor shall provide a copy of a current Bureau of Automotive Repair License issued in California (if applicable). All licenses and/or permits **MUST** be kept current.

A Bureau of Automotive Repair License is required for any business that performs for compensation, repairs to, maintenance of or diagnosis of malfunctions of any of the following automotive or motorcycle components:

**AIR CONDITIONER
BODY AND FRAME
BRAKES
CLUTCH
DRIVE TRAIN ASSEMBLY
ELECTRICAL SYSTEM
ENGINE**

**TRANSMISSION
STEERING GEAR
EXHAUST SYSTEM
FUEL SYSTEM
HEATER SYSTEM
GLASS COMPONENTS
SUSPENSION**

**OTHER AUTOMOTIVE/MOTORCYCLE
COMPONENTS***
(*not specifically excluded)

A Bureau of Automotive Repair License is *not* required for the following:

- A business that services only vehicles over 6,000 GVW.
- A business that performs only minor maintenance services to motor vehicles, i.e., window tinting, upholstery, etc.
- Machine shops that meet all of the following criteria:
 1. primary business is the wholesale supply of new or rebuilt automotive parts, and
 2. solely engages in the remanufacturing of individual automotive parts without compensation for warranty adjustments, and
 3. Does not engage in repairing or diagnosing malfunctions of motor vehicles or motorcycles.

26.0 **CLAIMS AND LOSSES.** Vendor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm or corporation furnishing or supplying work services, materials or supplies in connection with the performance of services to the State, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Vendor in the performance of services to the State.

27.0 **CONFIDENTIALITY.** Vendor shall keep information related to all contracts and subcontracts in strict confidence. Other than reports submitted to the State and client agencies, Vendor shall not publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information while in Vendors possession to those employees on Vendors staff who must have the information on a “need-to-know” basis, and Vendor agrees to immediately notify, in writing, the client agency in the event Vendor determines or has reason to suspect a breach of these requirements.

28.0 **SUPERVISION.** Vendor agrees to have a supervisor or a responsible managing employee available during hours of service operation for customer contact and quality control purposes.

29.0 **SECURITY.** Vendor agrees to provide safe off street parking and locked storage for state vehicles.

30.0 **INSURANCE.** Vendor must have or obtain the following types of general business insurance and return the insurance certification with your response to this RFQ: Garagekeepers Legal Liability, Garage Liability and Workers' Compensation Insurance. Specifically, Vendors shall procure at their own expense and maintain for the duration of the work the following insurance coverages:

- A. ***Garagekeepers Legal Liability Insurance:*** Vendor shall maintain garagekeepers legal liability insurance covering physical damage sustained to state vehicles while in the possession of Vendor. Coverage shall be written for sufficient limits to cover any and all vehicles in custody of the Vendor at a given time.
- B. ***Garage Liability Insurance:*** Vendor shall maintain garage liability insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined. The policy shall include coverage for Liabilities arising out of premises, operations, independent contractors, products, completed operations, personal and advertising injury, and liability assumed under an insured contract. Coverage limits shall apply separately to each location at which the Vendor operates.

Please Note: The following additional insurance language **MUST** be included with the Garage Liability and Garagekeepers Legal Liability insurance certification sheet or your company will not become an approved vendor with the State of California and your response to this RFQ will be returned to you:

“The State of California, its officers, agents, employees and servants are additional insureds, but only insofar as the operations under this Agreement are concerned.”

C. ***Standard Workers Compensation and Employers Liability Insurance:***

Vendor shall maintain statutory workers compensation and employers liability coverage for all its employees who will be engaged in the performance of this Agreement, including special coverage extensions where applicable. Employers liability limits of \$1,000,000 shall be required.

1. Insurance companies must be acceptable to the Office of Fleet and Asset Management. If self-insured, review of financial information may be required.
2. Insurance coverage must be in force for complete term of this Agreement. If insurance expires during term of this Agreement, a new certificate must be received by the Office of Fleet and Asset Management within 10 (ten) days of the expiration date. The new insurance must meet the terms and conditions of this Agreement.
3. Vendor is responsible for any deductible or self-insured retention contained within the insurance program.
4. In the event Vendor fails to keep in effect at all times the specified insurance coverage, the Office of Fleet and Asset Management may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event, subject to the provisions of this Agreement.
5. Any insurance required to be carried shall be primary, and not excess, to any other insurance carried by the State.
6. Certificates of Insurance must be provided as evidence of insurance for each of the coverages listed above. Each certificate shall provide that the State of California receives thirty (30) days advance notice of cancellation. The required certificates must be on file with the Office of Fleet and Asset Management prior to the automotive repair/service vendor providing services to the State. (Submit required certificates with Response Check List, Attachment A.) **Questions concerning insurance coverage should be directed toward insurance brokers or carriers.**

31.0 **ESTABLISHED AUTOMOTIVE REPAIR/SERVICE VENDORS.** Vendors seeking to be authorized to do business with the State must have been in business as an automotive repair/service vendor for a minimum of one year prior to date the Vendor Application Form, OFA 50, Attachment B, is completed and signed.

32.0 **FALSE CERTIFICATION.** Failure to comply with the above requirements may result in termination of this Agreement to provide services, and Vendor may be ineligible for future Nonexclusive Agreements if the State determines that either of the following has occurred: Vendor

1. has made false certification, or
2. violates the certification by failing to carry out the requirements as noted above

- 33.0 **RFQ RESPONSE.** The RFQ response may be sent by mail, courier service or in person. Send the RFQ response to:

Department of General Services
Office of Fleet and Asset Management
Scott Fong, Repair Service Vendor Analyst
1700 National Drive
Sacramento, CA 95834

- 34.0 **This RFQ is not to be altered or changed. Keep a copy of this RFQ and response for your file.** Upon approval, Vendor will receive a Nonexclusive Agreement.

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SECTION III

POLICIES AND PROCEDURES

By responding to this *Request for Qualifications* (RFQ) and receiving a Nonexclusive Agreement, automotive repair/service vendors desiring to do business with the State agree to comply fully with the following policies and procedures.

REPAIR AUTHORIZATION.

- 1.0 State Inspectors of Automotive Equipment use an authorization numbering system for all automotive and equipment repairs exceeding \$500. Invoices without authorization numbers may not be approved for payment.
- 2.0 Authorization numbers will only be used for tracking and processing invoices.
- 3.0 When contacting an Inspector for authorization, please have the following information:
 1. Owning agency,
 2. E# (license number),
 3. Mileage of vehicle,
 4. Complete description of repairs needed and cost estimate,
 5. Drivers name and telephone number, and
 6. Make, model and year of equipment.
- 4.0 If a driver is unable to provide the name and telephone number of the local Inspector, visit our web site at www.ofa.dgs.ca.gov and go to the **Automotive Equipment Inspectors Directory**.
- 5.0 **DO NOT USE AN INSPECTOR'S AUTHORIZATION NUMBER AS A PURCHASE ORDER NUMBER.** Vendors must also obtain approval from the owning agency's Business Services Office to pay for the repair.

INVOICE INFORMATION.

- 6.0 The following information is needed on all invoices:
 1. Repair Authorization Number.
 2. License number. All State vehicles have an assigned "E" number. Additionally, some vehicles also have undercover license plates. Obtain the license number from the driver of the vehicle or the Automobile Maintenance Booklet, STD. 271, in the vehicle.
 3. Vehicle make, year, model engine (number of cylinders), **COMPLETE VIN** and mileage or hours.
 4. Labor rate--itemized per task, itemized list of all parts used and parts discount.

5. Owning agency, address and telephone number.
 6. Driver's name and work telephone number.
 7. Specific repairs done by shop and any sublet repairs.
- 7.0 All invoices exceeding \$500 **MUST** be sent to the Inspector for approval. After the invoice is approved by the Inspector, it will be forwarded to the owning agency for payment. If the invoice does not exceed \$500, forward to the owning agency for approval and payment.
- 8.0 Inspectors **DO NOT** approve invoices for Department of Forestry (except sedans), California Highway Patrol, Department of Transportation and State Universities.
- 9.0 The \$500 repair limit may be adjusted periodically by the Office of Fleet and Asset Management.

CUSTOMER SERVICE.

- 10.0 State agencies have varying priorities in selecting automotive repair/service vendors; therefore, the selection criteria may vary.
- A. Qualified, courteous and efficient staff.
 - B. Competent service reception personnel who are trained to advise customers regarding repair and service.
 - C. Facility externally attractive and internally clean.
 - D. Telephone services.
 - E. Backroom accounting and reporting capabilities.
 - F. On-going training programs to keep employees up to date on new technology.

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SECTION IV

SMALL BUSINESS CERTIFICATION PROGRAM

To ensure that a fair proportion of California state contracting is placed with certified small business enterprises, the Department of General Services, Office of Fleet and Asset Management (OFA) promotes the use of certified small business vendors who provide repairs/services for state vehicles. If certified, vendors will be listed in the OFA's Glove Box Directory of Approved Auto Repair Facilities and on the OFA's website at www.ofa.dgs.ca.gov as a certified small business. The Glove Box Directory is used statewide by thousands of state employees. In addition, invoices submitted by certified small businesses are given higher priority for payment.

To request a small business application, or for questions regarding the small business application, contact a small business certification analyst at (916) 375-4940.

A copy of the small business application can be viewed and/or printed at www.documents.dgs.ca.gov/osp/pdf/std813.pdf. Once the application is completed, please return it to:

Department of General Services, Procurement Division
Office of Small Business & DVBE Certification
P. O. Box 989052
West Sacramento, CA 95798-9052

When small business certification is received, please send a copy of the certification letter to:

Scott Fong, Repair Service Vendor Analyst
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

OFFICE OF FLEET AND ASSET MANAGEMENT
RESPONSE CHECK LIST

Business Name: _____

- ☐ Check here and attach Vendor Application Form, OFA 50, Attachment B.
- ☐ Check here and attach completed and signed Vendor Data Record, STD. 204, Attachment C.
- ☐ Check here and attach completed and signed Drug-Free Workplace Certification, STD. 21, Attachment D.
- ☐ Check here and attach copy of current Business License.
- ☐ Check here and attach copy of current Bureau of Automotive Repair License.
- ☐ Check here and attach Certificates of Insurance as required on pages 6 and 7 of this RFQ. This certificate should include:
 - A. **Garagekeepers Legal Liability Insurance**
 - B. **Garage Liability Insurance**
- ☐ Check here and attach Certificate of **Standard Workers Compensation and Employers Liability Insurance** as required on page 7 of this RFQ, unless this coverage is noted on the certificate shown above.

Return the response check list and attachments to:

Scott Fong, Repair Service Vendor Analyst
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

OFFICE OF FLEET AND ASSET MANAGEMENT

VENDOR APPLICATION FORM

This Vendor Application Form is designed to ensure that all vendors provide the requested information in order to be authorized to provide automotive repair/services for state agencies.

1. Business Name: _____
 DBA, if applicable: _____
 Address: _____
 City: _____ County: _____ State: _____ Zip Code: _____
 Telephone: _____ FAX: _____
 Email Address: _____
 Amount of time company has been in business providing automotive repair/services: _____ years _____ months
2. Types of vehicles serviced: Light duty ☐ Heavy duty ☐ Specialty ☐
3. Name of flat rate manual _____
4. Hourly public flat rate _____
5. Hourly fleet flat rate _____
6. Parts, fleet discount _____%
7. Pick up/delivery at no charge Yes ☐ No ☐

Check type of repair/service provided. Check where technicians are ASE certified.

Repair/Service	ASE Certified	Repair/Service	ASE Certified
<input type="checkbox"/> A	<input type="checkbox"/> Engine performance/driveability	<input type="checkbox"/> J	<input type="checkbox"/> Manual drive train and axles
<input type="checkbox"/> B	<input type="checkbox"/> Minor engine repair	<input type="checkbox"/> K	<input type="checkbox"/> Smog check
<input type="checkbox"/> C	<input type="checkbox"/> Brakes	<input type="checkbox"/> L	<input type="checkbox"/> Auto body repair/paint
<input type="checkbox"/> D	<input type="checkbox"/> Electrical/electronic systems	<input type="checkbox"/> M	<input type="checkbox"/> Glass
<input type="checkbox"/> E	<input type="checkbox"/> Major engine repair (gasoline)	<input type="checkbox"/> N	<input type="checkbox"/> Mobile services
<input type="checkbox"/> F	<input type="checkbox"/> Major engine repair (diesel)	<input type="checkbox"/> O	<input type="checkbox"/> Tires
<input type="checkbox"/> G	<input type="checkbox"/> Heating/cooling and air conditioning	<input type="checkbox"/> P	<input type="checkbox"/> Towing
<input type="checkbox"/> H	<input type="checkbox"/> Suspension and steering	<input type="checkbox"/> Q	<input type="checkbox"/> Upholstery
<input type="checkbox"/> I	<input type="checkbox"/> Automatic transmission/transaxle	<input type="checkbox"/> R	<input type="checkbox"/> Specialty (window tinting, alarms, etc.)

Attach copies of current ASE certificates.

Printed Name _____

Signature of Authorized Representative _____

Title: _____ Date _____

By signing this form, I/we agree that we have met all requirements contained in RFQ DGS-OFA-VQ-1, and agree that when services are rendered to state agencies those services will be rendered pursuant to the requirements of RFQ DGS-OFA-VQ-1.

VENDOR APPLICATION FORM**Check here if your facility has the following equipment:**

1. ☐ **GENERAL EQUIPMENT**
Hoist/lift/rack; Lubrication equipment; Parts washer; Safety stands; Service manuals or electronic access to information; Torque wrenches (in./lb. ft./lb.); Welding equipment; Vernier caliper or 0-4" micrometer
2. ☐ **ENGINE PERFORMANCE / DRIVEABILITY (GAS)**
Compression tester; Vacuum pump; Engine analyzer with display capability or equivalent; Timing light; Exhaust gas analyzer; Dwell meter; Tachometer; Fuel injection pressure tester; Injector pulse tester; Computer code scanner; Cylinder leak tester.
3. ☐ **ENGINE PERFORMANCE / DRIVEABILITY (DIESEL)**
Diesel tachometer; Diesel compression gauge; Nozzle tester; Pump timing tools
4. ☐ **EXTERNAL ENGINE REPAIR / PARTS REPLACEMENT**
(Includes cylinder heads)
Hand held tools.
5. ☐ **BRAKES**
Brake drum gauge; Brake disc micrometer; Dial indicator; Pressure bleeder.
6. ☐ **ELECTRICAL**
Digital volt/ohmmeter; Battery load tester; Battery charger; Starting/charging system tester.
7. ☐ **TIRES, STEERING AND SUSPENSION**
Alignment rack/tables*; Wheel balancer*; Coil spring compressor; Tire changer*; Tools for disassembly and assembly of steering joints.
8. ☐ **HEATING / COOLING AND AIR CONDITIONING**
Radiator and cap pressure tester; Air conditioning manifold gauge set; Freon recovery/recycling equipment; Antifreeze recycling equipment; Cooling system thermometer; Air conditioning thermometer.
9. ☐ **AUTOMATIC TRANSMISSION**
300 PSI pressure gauge; 30 inch hg. vacuum gauge; Transmission jack; Bushing cutter; Bushing and seal driver set; Seal puller; various snap ring pliers; Hydraulic press.
10. ☐ **MANUAL TRANSMISSION AND REAR AXLE**
Axle puller; Hydraulic press*; Clutch aligning tools.
11. ☐ **MAJOR ENGINE REPAIR (GAS OR DIESEL)**
Engine replacement:
Engine repair stand; Engine crane/hoist; Puller set.
12. ☐ **Engine rebuilding:**
Valve refacer and seat cutter*; Cylinder hone; Cylinder bore gauge; 0-4" micrometer.

Check here if your facility uses the following products:

13. ☐ Recycled oil
14. ☐ Recycled antifreeze

*Not required if service is sublet.

NONDISCRIMINATION CLAUSE (OCP-1)

STD. 17A (REV. 9-2000)

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, sexual orientation, race, color, religious creed, marital status, denial of family and medical care leave, ancestry, national origin, medical condition (cancer/genetic characteristics), age (40 and above), disability (mental and physical) including HIV and AIDS, denial of pregnancy disability leave or reasonable accommodation. Contractor and subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, §12900 et seq.) and the applicable regulations promulgated thereunder (Cal. Code Regs, tit. 2, §7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, §12990 (a)–(f), are incorporated into this contract by reference and made a part hereof as if set forth in full (Cal. Code Regs, tit. 2, §7285.0 et seq.). Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
2. This Contractor shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under contract

**PREVENTATIVE MAINTENANCE SCHEDULE/
SAFETY INSPECTION WORK SHEET
OFA 35 (Revised 1/08)**

**Department of General Services
Office of Fleet and Asset Management
www.ofa.dgs.ca.gov**

The intent of this work sheet is to outline the standard preventative maintenance schedule recommended by the Office of Fleet and Asset Management (OFAM) and assist vendors and state garage staff when servicing state vehicles.

NOTE: Services due shall be confirmed by reviewing the Maintenance Booklet, STD 271, found in the glove compartment. **Prior approval from an OFAM Inspector of Automotive Equipment is required for services/repairs exceeding \$350 (\$500 for OFAM approved vendors).**

Service shall be performed as follows:

6,000 miles or 6 months normal use, or 4,000 miles severe use.*

- Change engine oil and filter
- Service battery
- Lube chassis
- Lube hinges and latches
- Check the following:

<input type="checkbox"/> Lights & instrument panel	<input type="checkbox"/> Cooling system & antifreeze + ___ - ___	<input type="checkbox"/> Suspension
<input type="checkbox"/> Heater & air conditioner	<input type="checkbox"/> Belts & fan clutch	<input type="checkbox"/> Frame members
<input type="checkbox"/> Seat belts	<input type="checkbox"/> Fuel systems	<input type="checkbox"/> U-joints & CV joints
<input type="checkbox"/> Windshield wipers & washers	<input type="checkbox"/> Fluid leaks & levels	<input type="checkbox"/> Exhaust system
<input type="checkbox"/> Master cylinder	<input type="checkbox"/> Transmission	<input type="checkbox"/> Brakes**
<input type="checkbox"/> Differential	<input type="checkbox"/> Tires: PSI: Front ___ Rear ___ **	<input type="checkbox"/> Emission system
<input type="checkbox"/> Steering components; check for excessive play with wheels on the floor.		
- Perform the following at manufacturer's recommended intervals* (If needed):

<input type="checkbox"/> Replace air & fuel filters	<input type="checkbox"/> Replace spark plugs	<input type="checkbox"/> Service transmission
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- Road test vehicle for overall performance and handling after services and repairs have been completed.
- Update Maintenance Booklet.

ALTERNATIVE FUELED VEHICLES:

Contact an Inspector of Automotive Equipment.

INVOICES:

The following information shall be included on the invoice:

- Date
- License#, year, make, model, and mileage of vehicle
- Barcode equip. # from driver's doorjamb sticker
- Owning agency name and address
- Labor (hourly or flat rate time)
- Parts and prices
- Discounts
- Driver's signature and phone #

* Reference manufacturer's manual for definition of normal and severe use.

** Contact an Inspector of Automotive Equipment if not expected to last until next service.

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		OP ID NA SUPER-4	DATE (MM/DD/YYYY) 04/01/2006
PRODUCER INSURANCE SAMPLE		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW	
INSURED REQUIRED INFORMATION IS HIGHLIGHTED BELOW		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A:	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
		GENERAL LIABILITY				EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES	\$
						MED EXP	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS – COMP/OP AGG	\$
		AUTOMOBILE LIABILITY -ANY AUTO -ALL OWNED AUTOS -SCHEDULED AUTOS	Please see reverse for details of coverage required			COMBINED SINGLE LIMIT	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
						AUTO ONLY – EA ACCIDENT	\$1,000,000
		GARAGE LIABILITY -ANY AUTO -OTHER THAN AUTO				OTHER THAN AUTO ONLY	
						AGGREGATE	1,000,000
		WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? IF yes, describe under SPECIAL PROVISION below				WC STATUTORY LIMITS	
						E.L EACH ACCIDENT	\$1,000,000
						E.L DISEASE 0 EA EMPLOYEE	\$1,000,000
						E.L DISEASE – POLICY LIMIT	\$1,000,000
		OTHER GARAGE KEEPERS LEGAL LIABILITY					\$30,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

“The State of California, its officers, agents, employees, and servants are added as additional insureds, but only insofar as the operations under this Agreement are concerned”

CERTIFICATE HOLDER

State of California
Department of General Services
Office of Fleet and Asset Management
1700 National Drive
Sacramento, CA 95834

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR THE MAIL 30 DAY WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES

AUTHORIZED REPRESENTATIVE

Liability Insurance Certificate Instructions:

On your liability insurance certificate, we need evidence of at least 1 million garage or general liability, and also evidence of **garagekeeper's legal liability** coverage for sufficient limits to cover any and all vehicles in custody of the Vendor at a given time..

We also need you to add an additional insured statement with these exact words:

"The State of California, its officers, agents, employees and servants are additional insureds, but only insofar as the operations under this Agreement are concerned."

Please Note: The above additional insurance language MUST be included with the Garage Liability insurance certification sheet or your company will not become an approved vendor with the State of California

And finally, we need to be listed as certificate holders. Here is the name and address:

State of California
Department of General Services
Office of Fleet and Asset Management
Attn: Scott Fong
1700 National Drive
Sacramento, CA 95834

For your Worker's Compensation Insurance, if it is a separate certificate, we need to be added as certificate holders. No additional wording is required for the Worker's Compensation Certificate.

If you have questions please call Scott Fong at (916) 928-9814
Fax certificates to (916) 928-9895.